



**Career
Technical Institute**

Washington, DC

Welcome!

New Student Handbook & Orientation Manual

Revised, August 2020

Table of Contents

<u>Our Mission</u>	1	Helpful Reminders to Maintain a	
<u>Our Core Values</u>	1	Positive Attendance Record	21
<u>Educational Methodology</u>	2	Make-Up Sessions	21
<u>Program Organization and Structure</u>	2	Tardiness & Early Departures	21
<u>Role of the Instructor</u>	4	Agency Attendance Documentation.....	21
<u>Instructional Materials</u>	4	Leave of Absence.....	22
<u>Training Components</u>	4	Student Conduct Requirements.....	22
Multimedia.....	5	Computer Workstation Requirements.....	22
Reference Material.....	5	<u>Student Services Department</u>	23
Practical Experience.....	5	Keeping Accurate Records.....	23
Test Prep Material.....	6	Attendance	23
Homework Assignments (Course		Academic Standards and Grading.....	23
Prep Hours).....	6	Scheduled (IP).....	23
<u>How to Succeed in our Proficiency-</u>		Satisfactory Academic Progress.....	24
<u>Based Classrooms</u>	7	Evaluation Schedule	24
Read Ahead	7	Qualitative.....	24
Pay Attention to What You are Doing.....	7	Quantitative – Pace of Completion	24
Take Breaks	7	Maximum Timeframe.....	24
Test Yourself.....	7	Financial Aid Probation	25
Work through Your Problems	7	Effect of Remedial Courses, Course	
<u>School Policies</u>	8	Repetition, Incompletes, Withdrawals and	
<u>Dress Code Policy</u>	9	Equivalent Transfer Credits	25
Medical Assistant Program.....	9	Incompletes	25
Medical Office Professional Program	10	Satisfactory Academic Progress Appeal	
<u>Students Right to Privacy</u>	11	Process	25
Refusal to Provide Copies	11	Reinstatement	26
Notification of Rights under FERPA		Schedule Changes.....	26
for Postsecondary Institutions.....	11	Student Services Can Also Assist With	26
<u>Drug and Alcohol</u>		<u>General Information</u>	27
<u>Abuse Prevention and Student</u>		Confirmation Period.....	27
<u>Conduct Policies</u>	13	Student Progress.....	27
Policy Statement	13	Pre Exit/Exit Interview	27
School Sanctions.....	13	Graduation Requirements.....	27
First Infraction.....	13	Security.....	28
Second Infraction	13	Your First Day	28
Legal Sanctions.....	13	Exams and Grades	28
Federal Laws	14	External Exams	28
District of Columbia Laws	15	Inclement Weather.....	28
Health Risks	17	Make-Up Hours.....	29
Volunteer Treatment, Counseling		Class Hours	29
Or Rehabilitation.....	18	<u>School Contact Information</u>	29
Educational Programs.....	18	<u>Remembering the 4 A's</u>	31
Substance Abuse Treatment Centers.....	18	<u>Office of Career Services</u>	32
<u>Student Use Of Computer Systems</u>		<u>Campus Security Information/Annual</u>	
<u>and Networks</u>	19	<u>Campus Security Report</u>	33
Civil and Criminal Penalties for Violation of		Policies and Procedures.....	36
Federal Copyright Laws.....	20	<u>Academic Calendar</u>	39
<u>Student Attendance and Conduct</u>	21		

Our Mission

Career Technical Institute's mission is to provide our students with the knowledge, hands-on practical experience and employment skills necessary for them to successfully compete in today's job market.

Our Core Values

1. We treat our students as we would expect to be treated; they are our #1 priority.
2. We respect and value everyone's diverse thoughts and opinions.
3. We demonstrate professionalism and lead by example.
4. We are always in compliance with ALL REGULATIONS.
5. We are ethical. We do what is right. We are trusted.
6. We do what we say we will do and hold OURSELVES accountable for OUR commitments.
7. We put our policies and procedures in writing, communicate them to all employees before implementing them, and enforce them consistently.
8. We have fun and enjoy working with each other and with our students.
9. We collaborate, work together, and include others in our decisions and problem-solving.
10. We challenge the "norm" by thinking outside the box and taking intelligent risks.

Educational Methodology

CTI utilizes a unique training methodology (proficiency-based training) that incorporates various learning styles such as audio, visual, and kinesthetic. Students will participate in a combination of "Instructor Led" and "Multimedia Delivery" classes as they progress through their training program. This training methodology has proven to be the most effective for the adult learner. It includes learning new information in small components and applying the newly-learned concepts into an actual lab exercise. This methodology contributes not only to efficient and complete skill development, but to a high degree of retention of new skills and knowledge as well. Instructors work closely with students during this entire process and welcome any questions or feedback.

Classes are scheduled in 25, 22.5, or 15 hours of time per week. Due to CTT's blended methodology, with the exception of the Medical Assistant program, students who must miss a scheduled session are able to pick up where they left off upon their return to school without missing any portion of their training.

Program Organization and Structure

CTI offers students training programs designed to provide the knowledge, hands-on practical experience and employment skills necessary for them to successfully compete in today's job market. Students may enroll in one of CTI's comprehensive training programs which consist of 18 to 90 quarter credit hours of training; or, they may enroll in one or more individual courses consisting of 15 to 150 clock hours. Scheduling for all of CTI's programs is flexible, with both day and evening classes available. Formal reviews of progress for all programs will be completed at the conclusion of the scheduled midpoint of the program and at the scheduled completion date of the program. (A complete description of each program and individual courses offered by CTI may be reviewed on pages 28 -68.)

1) 585-Hour and 630-Hour Programs: CTI offers one intensive Help Desk Professional training program consisting of 585 clock hours of training and one 630-clock hour Hospitality program. Modules consist of 45 clock hours and 2.25 quarter credits. Morning, afternoon and evening students are scheduled to complete a module every two or three-weeks.

- 585-Hour Programs: 39 quarter credits
 - Help Desk Professional

Students complete training in either 26 or 39 weeks, depending on their schedule.

- 630-Hour Program: 37 quarter credits
 - Hospitality

Students can complete training in either 28 or 42 weeks, depending on their schedule.

2) 720-Hour Programs: CTI offers four comprehensive (long-term) programs organized into 720 clock hours; one with 47 quarter credits, two with 36 quarter credits and one with 33 quarter credits:

- IT Professional (47 quarter credits)
- PC Specialist Plus – Generalist Specialization (36 quarter credits)
- PC Specialist Plus – Bookkeeping Specialization (36 quarter credits)
- Medical Office Administration (33 quarter credits)

These programs, two of which are 36 quarter credits are delivered in 16 modules, one with 33 quarter credits in length is delivered in 15 modules, and one with 47 quarter credits is delivered in 21 modules. Modules consist of 45 clock hours and 2.25 quarter credits. Morning, afternoon and evening students are scheduled to complete a module every two or three weeks. Students can complete training in either 32 or 48 weeks, depending on their schedule. Students in the Medical Office Administration and IT Professional programs must complete an externship consisting of 135 clock hours.

3) 810-Hour Program: CTI offers one 810 clock hour program.

- Medical Assistant (58 quarter credits): The Medical Assistant program is primarily conducted in an instructor-led setting or hybrid setting and includes lab sessions in which students apply the theories and principles learned during lectures in order to acquire the

proficiency and dexterity that is required in the occupation. Modules in the Medical Assistant program consist of 90 clock hours and are delivered in 9 modules. Morning and afternoon students are scheduled to complete a module every four weeks, while evening students are scheduled to complete a module every six weeks.

Students can complete training in 36 weeks attending the day session and 54 weeks attending the evening session.

4) 900-Hour Programs: CTI offers two additional comprehensive (long-term) training programs:

- Medical Office Professional (45 quarter credits): The Medical Office Professional program is delivered in 20 modules. Modules consist of 45 clock hours and 2.25 quarter credits. Morning, afternoon and evening students are scheduled to complete a module every two or three weeks. Students can complete training in 40 or 60 weeks, depending on their schedule.
- VESL I (45 quarter credits): The VESL I program is vocational and modules consist of 150 clock hours and 7.5 quarter credits. Morning and afternoon students are scheduled to complete a module every six weeks, while evening students are scheduled to complete a module every ten weeks. Students can complete training in 36 weeks attending the day session (25 hours per week), 50 weeks attending the evening session (18 hours per week), and 60 weeks attending weekends (15 hours per week).

5) Associate Degrees of Applied Science (1260 hours, 90 quarter credits)

Associate Degrees of Applied Science Degrees. The degree programs are delivered in 28 modules. Modules consist of 45 or 30 clock hours and 2.25 quarter credits. Morning, afternoon and evening students are scheduled to complete a module every two or three weeks. Students can complete training in 60 or 84 weeks, depending on their schedule.

- Associate Degree of Applied Science in Information Technology (1,260 hours and 90 quarter credits).
- Associate Degree of Applied Science in Hospitality (1,260 hours and 90 quarter credits).
- Associate Degree of Applied Science in Human Resource Administration (1,260 hours and 90 quarter credits).
- Associate Degree of Applied Science in Allied Healthcare – Medical Assistant Concentration (1,260 hours and 90 quarter credits).

Role of the Instructor

CTI has a unique training methodology that incorporates technology-based instructional components with traditional instructional lectures and methods. CTI employs qualified instructors with industry experience that are trained to deliver CTI's curriculum in a standardized manner that best prepares students with the knowledge and skills necessary to meet their career objectives. For classes that are supported with technology-based components, theory is presented by instructors in a variety of manners, including multimedia delivery such as discussion boards, lectures, and one-on-one sessions. For classes that primarily utilize the traditional training methods, instructors will combine lecture and practical experience exercises in the lab to ensure both theoretical and technical comprehension.

Instructional Materials

Most courses are delivered in an interactive training environment using multimedia computer-based training. This multimedia method of delivery is designed to meet the varying needs and learning styles of adult learners. Whether you are an auditory, visual, or kinesthetic learner, or learn using a combination of these styles, this courseware will suit your preferences. Within each course, any additional e-books required are accessed via an internet link.

Training Components

Multimedia

Audio, visual and simulations are used to provide students with the step-by-step instructions needed to master the theoretical information and the practical skills needed to complete the lessons. Students are required to attend Instructor Lectures, participate in Discussion Boards and complete Homework assignments. Students are able to work through the curriculum and prepare for external examinations in the field. Our method enables students to rewind or fast-forward the training material, test their knowledge on specific segments and take personal notes directly on the computer. To assure that students are retaining each lesson, the mastery modules included in the media training allows them to test their knowledge of each unit before moving on. These, and other features, allow for a fully personalized learning experience.

Reference Material

Provided to all students is an e-Reference Library which is utilized for lesson presentations and provides additional material and resources.

Practical Experience

Practical Experience activities enable students to develop the knowledge of the hands-on skills needed in a simulated environment. Students will then approach labs and workplace tasks with confidence. The interactive labs allow students to select practical activities from a full menu. These activities can be done in either Study or Certification mode. In the Study mode, the computer assists students while they are completing exercises. The Certification Mode allows students to complete the same tasks unassisted, relying on their personal abilities. These practical experiences are based on typical workplace scenarios, making the training very realistic as well as enhancing the “job-readiness” of each student.

Test Prep Material

For students interested in obtaining industry Certifications, test prep material is provided to give students an opportunity to practice taking certification exams as often as they choose. This resource enables students to become more familiar with the format used in certification testing, thereby building confidence in their abilities. This material also gives instant feedback to students on areas of weakness, allowing them to return to the training materials to review areas in need of improvement.

Industry Certifications

CTI's programs prepare students for industry certifications, the cost of which are not included in the total tuition and fees.

Many of our students take courses in preparation for external industry examinations such as

CompTIA A+, CompTIA Net+, Microsoft Office Specialist (MOS) or others (**certification is not a requirement for course/program completion**). Although CTI cannot guarantee a passing grade on these exams, we have a very high rate of success for those who choose to take them. We offer preparation software to assist you in this endeavor. Instructors are well informed on the necessary materials and can advise you on the best ways to study and prepare for these examinations. With all this, and our specially designed curriculum, you are well on your road to success!

Students interested in pursuing industry certifications have 6 months from their graduation date to request up to 2 free vouchers. In order to be eligible to request vouchers, students must:

- Must inform their instructor
- Can only apply for vouchers for courses completed in their program
- Have an overall minimum GPA of 3.0 or higher
- Have a cumulative attendance rate of 80% or higher
- Must score 90% or higher on 3 practice tests

Homework Assignments (Course Prep Hours)

Every course at CTI has homework assignments which are graded by an instructor. Homework Assignments constitute up to 10% of the final grade of each course. Any student who earns a grade of 60% and does not complete the required homework assignments will receive a failing grade for that course.

How to Succeed in our Proficiency-Based Classrooms

Read Ahead

Read about three chapters of each lesson ahead at home. Pay special attention to the “Concepts” section of the materials. Even though much of the computer “lingo” may sound foreign to you, it will be much easier to understand when you are reading for the second time once you actually sit in front of the computer. Don’t try to take the “short-cut” by not doing your reading; it will only slow the learning process. Students soon begin to gauge how much to read based on their customized schedule and how quickly they move through the material on a given day.

Pay Attention to What You Are Doing

When you are working in the classroom and following instructions, remember to look at the screen and to sit back and understand what you are doing. Carefully read the explanation at the beginning of each exercise, and STOP after each exercise. Ask yourself, “What did I just do? Why did I do it?” If you are unsure, repeat the exercise until the purpose is clear. Instructors welcome questions so do not let yourself get frustrated. It is normal for new students to take some time to adjust to the new learning style.

Take Breaks

Each training session has a thirty minute-break built into the schedule. We strongly recommend you take advantage of these breaks to rest your eyes, stretch your legs, and regain your focus. A clear head can do wonders for absorbing information.

Work through Your Problems

Any time you feel an exercise is not working or sinking in, go back to the beginning of the exercise, slow down and repeat it at least once. The instructors will explain to you how to complete the exercise effectively.

School Policies

- ✚ Food is not permitted in the classrooms. Drinks are permitted in the classrooms; however, they must be covered with lids.
- ✚ Students' use of the computers in the classrooms is intended for their practice of concepts learned. Students may not tamper with the computers by altering configurations, changing settings, and installing and/or removing software.
- ✚ Copyright laws protect CTI Course Materials, SkillSoft and all applications. Students are advised that they may not print out this material. Printers are available for students to print out test results or PC Application exercises only.
- ✚ You will find that you move more quickly through the course and learn more when you take breaks.
- ✚ Please be considerate of your fellow students by working as quietly as possible. Use professional, courteous language while speaking with fellow students, instructors, or administrative staff.
- ✚ Use of cell phones within the school building is restricted to the elevator lobby. No telephone calls are permitted in the classrooms. Cell phones and beepers **MUST** be turned off prior to entering the classrooms (no texting). In case of emergency, family or friends may call (202) 467-4223 and leave a message that will be delivered to you in your assigned classroom. In an emergency, you may also request use of a CTI telephone in Student Services.
- ✚ Before leaving, clean up your workstation. Check to make sure you have taken all of your personal belongings and you have placed unwanted printouts in the recycling box. CTI is not responsible for lost or stolen items.
- ✚ Please familiarize yourself with CTI's Dress Code Policy on Page 8 of this manual.
- ✚ Students are not allowed to wear hats inside the classrooms. Additionally, headphones or any personal electronic device not directly related to classroom work is prohibited (e.g., iPod, MP3 player, etc.).
- ✚ Students are not allowed to use the kitchen. Please use the Student Lounge and when you are finished eating, please clean up the area. Check around chairs, wipe off the table and dispose of all trash when you are done.
- ✚ CTI does not provide day care/baby-sitting facilities. Students may not bring children to class or leave them in the student lounge.
- ✚ All efforts are made by CTI to maximize your learning experience and provide the best possible learning environment. Any questions, concerns, or comments should be directed to a School Administrator.

Dress Code Policy

CTI's dress code requires that all students be careful in their grooming and considerate of the appropriateness of the clothing for school. Our dress standards have been established in order to enable our students to become comfortable with the kind of dress expected by the majority of our employers. Students are encouraged to pursue the development of these attitudes and behaviors because they will serve in their best interest when it comes time to seek employment.

Students are required to dress and act in an ethical and professional manner. Clothing for classes is business casual. Shorts and skirts should be moderate in length. The following are considered inappropriate attire:

- ✚ Skirts shorter than 6 inches above the knee
- ✚ Tops for women that are too revealing (such as halters, midriffs, spaghetti straps, tube tops, one-shoulder straps, etc.)
- ✚ Formal and semi-formal dresses that are backless, strapless and/or too revealing
- ✚ Women wearing short shorts, "daisy dukes" and visible thongs
- ✚ Revealing athletic attire
- ✚ Hats, skull caps, head gear, and headphones (except as issued by CTI)
- ✚ Men wearing opened or inappropriately buttoned shirts, revealing bare chest or abs
- ✚ Men wearing form-fitted T-shirts or pants
- ✚ Men wearing short shorts
- ✚ The school reserves the right to interpret this policy based upon its professional expectations and it has the right to dismiss any student who fails to adhere to school policies.

Medical Assistant and Associate Degree of Applied Science in Allied Healthcare – Medical Assistant Concentration Programs

- ✚ White lab coat provided by CTI.
- ✚ Dark blue scrubs provided by CTI. Students must be in complete uniform at all times. No exceptions.
- ✚ Rubber sole, closed toe and heel, non-canvas shoes (clear or white bottoms preferred). Socks and/or stockings must be worn at all times.
- ✚ No hats, scarves, or outside jackets are to be worn during class.
- ✚ Uniforms should be clean, neat, wrinkle free, and loose fitting.
- ✚ Tops may be worn tucked inside or outside of the uniform pants.
- ✚ White t-shirts, long or short sleeve and turtlenecks may be worn under scrub tops and must be tucked in.
- ✚ Long hair must be pulled back off the collar and shoulders.
- ✚ Nails should be short and clean with neutral, clear or no polish. No acrylic nails allowed.
- ✚ Jewelry, hair, nails and make-up must be moderate and appropriate for a medical professional.
- ✚ Facial piercing, i.e., eyebrow, nose, lip, tongue, etc. is not considered appropriate and may be considered hazardous to both professional and patient. Therefore, such piercings are not allowed.

Medical Office Administration, Medical Office Professional and Hospitality Programs

- ✚ Students on externships should follow site protocol for proper dress attire.
- ✚ Scrubs issued by CTI should be clean, neat, wrinkle free, and loose fitting.

- ✚ Tops may be worn tucked inside or outside of the uniform pants.
- ✚ White t-shirts, long or short sleeve and turtlenecks may be worn under scrub tops and must be tucked in.
- ✚ Long hair must be pulled back off the collar and shoulders.
- ✚ Nails should be short and clean with neutral, clear or no polish.

Students Right to Privacy

Career Technical Institute allows only authorized access to student records, in accordance with the Family Educational Rights and Privacy Act of 1974. As part of their orientation, students are informed of Career Technical Institute's student records policy, which describes their right to inspect and review educational records, and lists officials to whom educational records will be released with prior student permission. Students who wish to review their educational records should speak with Student Services.

Student records are, however, made available to representatives of the District of Columbia Higher Education Licensure Commission (HELC), The Department of Education, The Council on Occupational Education (COE), Guarantee Agencies, and, if applicable, any government agency or funding source supplying funds for training.

Refusal to Provide Records to Student

CTI reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- ✚ The student has an unpaid financial obligation to CTI
- ✚ There is an unresolved disciplinary action against the student

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The institution's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution's official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the institution discloses personally

identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland
Avenue, SW
Washington, DC 20202-5901

Drug and Alcohol Abuse Prevention and Student and Employee Conduct Policy

Policy Statement

In compliance with the Drug-Free Schools and Communities Act of 1989, CTI has established the following policy toward promoting a drug-free learning environment:

CTI prohibits students and employees from the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance, or being under the influence of the same while at the institution or while attending/participating in school-related activities on or off school grounds. Students and employees are further prohibited from being under the influence of alcohol while at school or while attending/participating in school-related activities on or off school grounds.

School Sanctions

The following sanctions will be imposed on a student or employee in violation of the policy regarding use, possession, or being under the influence.

First Infraction: The student or employee and Chief Academic Officer will have a counseling session, which will be documented and become a part of the student's permanent record or employee's personnel file. The student or employee will be advised to voluntarily seek professional counseling.

Second Infraction: The student will be administratively withdrawn from CTI; the employee may be dismissed.

The following sanctions will be imposed on a student or employee in violation of the policy regarding the **selling or trafficking of controlled substances**.

First Infraction: This will cause immediate administrative termination for both students and employees, and referral to the appropriate authorities for prosecution.

CTI RESERVES THE RIGHT, IN EXTREME CASES, TO IMMEDIATELY DISMISS ANY STUDENT OR EMPLOYEE IN VIOLATION OF THIS POLICY, THE ABOVE OUTLINED PROCEDURE NOTWITHSTANDING. CAREER TECHNICAL INSTITUTE FURTHER RESERVES THE RIGHT TO REFER STUDENTS AND EMPLOYEES TO THE PROPER LEGAL AUTHORITIES FOR PROSECUTION.

Legal Sanctions

CTI is required to include in its **DRUG AND ALCOHOL ABUSE PREVENTION POLICY** information regarding local and federal sanctions. The legal sanctions for illegal drug activity are severe. Both the federal and state laws provide for the punishment of individuals engaged in the illegal manufacture, distribution, dispensation or possession of illegal drugs. The following is a summary of some of the applicable state and federal laws regarding illegal drugs and alcohol:

Federal Laws

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. 1st conviction and the amount of crack possessed exceeds 5 grams.
2. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
3. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offence is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, social security and food stamps for up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing

tenancy, etc., are vested within the authorities of individual Federal agencies.

Proximity to School Property

The punishment for possession or trafficking in a controlled substance is greatly increased if the offense was committed within 1,000 feet of a school, including a college or university, or other public property. An offender will be subject to twice the maximum authorized punishment and harsher sentencing restrictions, with a minimum one year prison term. A second offense triples the fine and carries a minimum three year prison term.

Drug Paraphernalia

Under Federal law, it is unlawful to sell, offer for sale, import, export, or use the mail or interstate commerce facilities to transport drug paraphernalia. Penalties include a fine and imprisonment for up to three years.

District of Columbia Laws

In addition to the Federal laws, the District of Columbia has its own laws dealing with controlled substances. It is unlawful under the D.C. Code to knowingly or intentionally manufacture, distribute, or possess with intent to manufacture or distribute, a controlled substance. The penalties vary with the type of substance involved. For a Schedule I or II narcotic or abusive drug, the punishment is imprisonment of up to thirty years and/or fine of up to \$500,000; for any other Schedule I, II, or III controlled substance, imprisonment of up to five years and/or fine of up to \$50,000, for any Schedule IV controlled substance, imprisonment of up to three years and/or fine of up to \$25,000; and for any Schedule V controlled substance, imprisonment of up to one year and/or fine of up to \$10,000. (The classification schedules are found in the D.C. Code, Sections 33-513 through 33-522.)

Knowing or intentional unauthorized possession of a controlled substance without a valid prescription is a misdemeanor punishable by fine of up to \$1,000 and/or imprisonment of up to 180 days. Moreover, no one except certain professionals may possess hypodermic needles, syringes, or other instruments bearing traces of controlled drugs with intent to inject a controlled substance under the skin of a human being, under penalty of fine up to \$1,000 and/or imprisonment of up to 180 days.

A person over age 21 who sells or distributes controlled substances to minors under 18 can be subject to doubled fines and prison terms. A person over age 21 who enlists, hires, or encourages minors under 18 to sell or distribute a controlled substance is subject to the same fines as if he directly sold or distributed the controlled substance himself, plus an additional term of up to ten years imprisonment and/or additional fine of \$10,000 for a first conviction. That punishment rises to an additional 20 years and/or \$20,000 for the second conviction.

A second or subsequent drug conviction under D.C. law, counting any prior conviction under Federal or State law, will double the applicable fine and term of imprisonment.

Additional sanctions for drug violations may include forfeiture of the offender's property. Including vehicles and money, that was used in committing a drug violation or

that stems from proceeds or profits of illegal drug transactions.

Proximity to School Property

D.C. law establishes “drug-free zones” within 1,000 feet of any school, college, university, at any event sponsored by these institutions and at certain other public areas and events. Distribution or possession with intent to distribute a controlled substance in a drug-free zone can double both the applicable fine and the term of imprisonment.

Alcohol

It is illegal in the District of Columbia for persons under age 21 to purchase, possess, or consume alcoholic beverages. The penalties include a fine of up to \$1,000 and/or imprisonment up to one year. In addition, the offender will lose his D.C. driving privileges for 90 days for the first violation, 180 days for the second and one year for the third and subsequent violations. It is also illegal, punishable by fine up to \$200 or up to 30 days imprisonment, to misrepresent one’s age in order to obtain alcohol. A person who offers, delivers or otherwise makes alcohol available to someone under 21 is subject to fine up to \$1,000 and/or imprisonment up to 180 days.

D.C. law also prohibits drinking alcoholic beverages in public places, possessing them in open containers in any street or vehicle and being intoxicated on public or private property so as to endanger one’s self, another person or property. These violations carry a fine of up to \$100, imprisonment up to 90 days, or both.

Health Risks

As a portion of its **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**, CTI has included information on the health risks and effects of using and abusing alcohol and drugs below. Students and employees are encouraged to read this information carefully.

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics	High	High	Euphoria Drowsiness Respiratory Depression Constricted pupils Nausea	Slow and shallow breathing Clammy skin Convulsions Coma Possible death	Yawning Loss of appetite Irritability Tremors Panic Cramps Nausea Runny nose Chills and sweating Watery eyes
Depressants	High/ Moderate	High/ Moderate	Slurred speech Disorientation Drunken behavior without odor of alcohol	Shallow respiration Clammy skin Dilated pupils Weak and rapid pulse Coma Possible death	Anxiety Insomnia Tremors Delirium Convulsions Possible death
Stimulants	Possible	High	Increased alertness Euphoria Increased pulse rate and blood pressure Excitation Insomnia Loss of appetite	Agitation Increased body temperature Hallucinations Convulsions Possible death	Apathy Long periods of sleep Irritability Depression Disorientation
Cannabis	Unknown	Moderate	Euphoria Relaxed inhibitions Increased appetite Disorientation	Fatigue Paranoia Possible psychosis	Occasional reports of insomnia Hyperactivity Decreased appetite
Hallucinogens	None	Unknown	Illusions and hallucinations Altered perception of time and distance	Longer, more intense "trip" episodes Psychosis Possible death	Unknown
Anabolic Steroids	Unknown	Unknown	Virilization Acne Testicular atrophy Gynecomastia Aggressive behavior Edema	Unknown	Possible depression

Volunteer Treatment, Counseling or Rehabilitation

CTI encourages any student or employee who feels that he/she may have a problem with drugs or alcohol to seek treatment, counseling or rehabilitation. Both students and employees are encouraged to meet with the Chief Academic Officer, in strictest confidence, for assistance in locating appropriate sources of help. CTI will make every effort to work with any individual who voluntarily seeks treatment.

Educational Programs

CTI is committed to a drug and alcohol free environment. As part of their educational training and the school's drug and alcohol abuse program, students are required to attend Employee Skills Workshops which includes information on substance abuse and sexual harassment.

Substance Abuse Treatment Centers

The following is a list of local and national centers that can provide assistance, support and information:

- Catholic Charities,, 924 G Street, NW, Washington, DC 20001, (202) 772-4300
- Community Connections, 801 Pennsylvania Ave., SE, Washington, DC 20003, (202) 546-1512
- Fulton House of Hope, 512 I Street, NW, Washington, DC 20001, (202) 682-1190
- Georgetown Psychology Associates, 1054 31st Street, Suite 312, NW, Washington, DC 20007, (202) 333-6251
- Potomac Ridge Behavioral Health Center, 14901 Broschart Road, Rockville, MD 20850 (301) 251-4500
- Psychiatric Institute of Washington, 4228 Wisconsin Ave., NW, Washington, DC (202) 885-5600; Center for Abuse Recovery (same location) (202) 885-5765
- RAP, Inc., Regional Addiction Prevention, 1949 4th Street, NE, Washington, DC 20002 , (202) 462-7500
- National Institute on Drug Abuse, www.drugabuse.gov, (800) 662-HELP
- National Drug and Alcohol Treatment Center, www.treatment-centers.net, (888) 251-6764
- National Drug Rehab Centers/Addiction Treatment, www.stopyouraddiction.com, (888) 685-0081
- National Treatment Centers, www.nationaltreatmentcenters.org, (800) 878-6990

Student Use of Computer Systems and Networks

Career Technical Institute's computer systems and networks are provided for student use as a part of the school's academic program. All students have a responsibility to use the computer systems and networks in an ethical and lawful manner. Students found to have misused CTI systems, networks, and/or copyrights may receive disciplinary action up to and including dismissal.

Examples of prohibited behavior:

- Sending obscene, harassing, intimidating and/or threatening messages through e-mail or by other means;
- Viewing or downloading, displaying, printing or otherwise disseminating material which is

- sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or unlawful;
- Soliciting business, selling products or otherwise engaging in commercial activities or personal advertisements;
 - Providing others with access to one's personal computer account(s) or attempting to gain access to computer accounts, files or systems to which authorized access has not been granted (hacking);
 - Attempting to circumvent or compromise CII computer security or the security of any remote system (CII or otherwise) accessed through CII equipment or networks;
 - Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities;
 - Modifying, altering or tampering with systems hardware or software unless explicitly authorized to do so;
 - Using CII computers and/or networks to perpetrate fraud, misrepresentation or other illegal activity; and
 - Copying for oneself or distributing to others commercial or other copy-written software or proprietary data, including unauthorized peer-to-peer file sharing.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages. Statutory damages are calculated per work infringed and range from a few hundred dollars to hundreds of thousands:

- Statutory damages range from \$750 per work to \$150,000 per work
- In case of "innocent infringement", the range is \$200 to \$150,000 per work. "Innocent" is a technical term. In particular, if the work carries a copyright notice, the infringer cannot claim innocence.
- In case of "willful infringement" (again, "willful" is a technical term), the range is \$750 to \$300,000 per work.

A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Student Attendance and Conduct

It is difficult to successfully develop marketable skills without regular, consistent attendance. As students are expected to progress and complete according to their attendance schedule of record, they are encouraged to attend as scheduled. Students are generally scheduled to attend 15 – 25 hours per week, depending on whether they attend mornings, afternoons or evenings. Failure to attend class for 14 consecutive calendar days will result in dismissal from school.

Helpful Reminders to Maintain a Positive Attendance Record

- In the event of an absence, students must contact the instructor to inform him/her of the situation. The instructor may schedule make up time so the student may make up any missed lesson and improve attendance percentage.
- Failure to adhere to the training schedule may result in students losing their seat reservation.
- Missing 14 consecutive calendar days will result in termination of the student's enrollment.
- Punctuality is the key! Students should plan to arrive on time. Students who arrive more than 15 minutes late will be counted as absent for that hour and may not have access to a computer workstation.
- In the event that the classroom is filled to capacity, students completing make-up time during another schedule may be asked to relinquish their seat to a scheduled student.

Make-Up Sessions

Students are strongly encouraged to make-up all missed training sessions as soon as possible. Make-up classes for all programs are available during the week and on scheduled Saturdays. Students should check with their instructor or Academic Advisor regarding the availability of make-up hours.

Procedures for Make-Up Sessions for Campus:

Classroom Admit Slips

- When students come in to make-up missed time, a *Classroom Admit Slip* will be provided by the Front Desk receptionist or instructors to those students who will be in their classroom.
- Prior to providing the slip to students, instructors will initial and record the time of the student's arrival.
- Instructors must remind students that they will need to turn in the slip to the same instructor who provided it for their final signature. Failing to do so, will result in the student not receiving appropriate credit for the make up time.
- Instructors will attach the slips to the classroom roster and submit all to the Registrar in a timely manner. To calculate a student's overall attendance, the database Attendance Report shows the actual on-time classroom attendance and the make-up attendance separately.

Procedure for Make-Up Sessions for Distance Education:

- Student will notify their Instructor of any make-up hours and receive approval to ensure they are recorded properly.

Tardiness & Early Departures

Career Technical Institute encourages students to be “on time” for all activities, appointments and sessions. Each student is guaranteed a computer only during their scheduled time. If a student is more than 15 minutes late for class, they will not receive attendance credit for that hour and their computer workstation may be given out to a student who wishes to make up or work extra hours. Likewise, students who depart early will have their attendance hours adjusted accordingly.

Agency Attendance Documentation

If the student/s enrollment is sponsored by an agency, periodic reporting of the student’s attendance and progress to the sponsoring agency may be required. It is the responsibility of the student to bring the organization’s particular reporting document to have an academic advisor initial or sign indicating the attendance for each day as well as fill in any other required information. It is the responsibility of the student to provide this document to the requesting organization on whatever schedule they require. Regardless of the means by which students choose to provide the information to the organization, CTI encourages them to retain a copy of the document for their personal records. Should questions arise at a later date, this practice will assist students with providing the necessary documentation.

Leave of Absence

Requests for leaves must be submitted to Student Services in writing and must include an effective date, anticipated return date, reason for absence, and student signature. Failure to return from a Leave of Absence may result in dismissal from school. Students enrolled in any of the comprehensive programs may take a leave of absence for a minimum of two weeks and up to a maximum of 180 days. Students on an approved leave of absence must continue to pay their monthly student loans during this period.

Student Conduct Requirements

Students are expected to dress and act in a professional manner at all times, including attending classes, visiting the school, and completing an externship. At the discretion of CTI administration, students may be dismissed from school for any incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons on school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, sexual harassment, failure to conform to building policies, or any other stated or determined infractions of conduct.

Building policies include, but are not limited to, the following provisions: students must use only the L Street entrance to the school unless otherwise authorized; students are not permitted in the stairwells or on the other floors of the building unless they are conducting bonafide business with a tenant on another floor; smoking is prohibited within 25 feet of the building; student comportment inside and outside of our building must meet the standard for a business professional.

Computer Workstation Requirements

Upon leaving the workstation, students should:

- Exit all programs
- Remove any trash or paper from around the workstation
- Remove USB drives
- Push the chair to the desk
- Inform an instructor immediately of any computer or printer malfunctions
- The student may not tamper with the computers by altering configurations, changing settings, installing and/or removing software.
- The student may not stream or play music, games, etc., while in the classroom.

Student Services Department

Keeping Accurate Records

Attendance

It is difficult to successfully develop marketable skills without regular, consistent attendance. All students are expected to progress and complete their courses according to their program schedule and are encouraged to attend their training sessions as scheduled.

Policy for Campus and Distance Education Students:

Students, who do not maintain regular attendance will be locked out of the computer system after 7 consecutive days and will be required to meet with an Academic Advisor. Failure to attend class for 14 consecutive calendar days will result in dismissal from school.

Policy for students receiving VA Benefits:

All students receiving VA benefits must maintain a minimum attendance of 80% of scheduled class time.

- Should a student miss more than 20% of the scheduled classes in a program, that student's enrollment for VA education benefits must be terminated, effective the last date the student attended prior to exceeding 20% absenteeism.
- Student may apply to be recertified following 30 days of termination when they have met attendance requirements for a period of one month.

Academic Standards and Grading

In measuring students' academic performance, progress is measured through the assignment of grades and grade points. The school measures progress using a 4-point scale as follows:

A	100% - 90%	4.0
B	89% - 80%	3.0
C	79% - 70%	2.0
D	69% - 60%	1.0
F	Failed (Below 60%)	0.0
P	Passed	
I	Incomplete	

IP	Scheduled
W	Withdrawal

A grade of "Incomplete" may be granted to the student in the event of extraordinary circumstances at the discretion of the instructor. However, it is against the policy of the school to grant incompletes under normal circumstances. The student should make prior arrangements and receive, from the instructor, an understanding of the work needed to complete the requirements of the course. An "Incomplete" will be changed to an "F" grade if the course work is not satisfactorily completed within one (1) module of assignment of the "Incomplete" grade. Incomplete grades are not included in the grade point average, but are counted in credits attempted. Medical Assistant students, who earn less than 60% in a module, will receive a "F" grade for the module.

To avoid the possibility of earning a failing grade for the course, students must submit all required coursework and final exams to the instructor by the date the course is scheduled to end. A student receiving a grade of "F" has failed a course. A failed course that is a program requirement must be repeated and passed to meet CTI graduation requirements.

Scheduled (IP)

A grade of "IP" is generated when a student does not take a course as scheduled.

Satisfactory Academic Progress

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he or she must maintain "Satisfactory Academic Progress" as defined by CTI. These standards are applicable to all programs funded by the federal government including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Federal Work-Study, Federal Direct Loans, and and Federal Direct PLUS Loans.

CTI is required to evaluate components of a student's academic record, including: qualitative measure - cumulative grade point average; quantitative measure – pace of completion, to determine if a student has achieved good academic standing and is making satisfactory progress toward graduation.

Veterans Benefits Standards for Satisfactory Academic Progress

The U.S. Department of Veterans Affairs mandates Veteran Benefits recipients maintain Satisfactory Academic Progress Standards. Regulations stipulate a student must make successful progress toward the completion of his/her program of study in order to continue receiving Veterans Benefits.

"Satisfactory Academic Progress" as defined by CTI. These standards are applicable to all programs funded by the U.S. Department of Veterans Affairs including The Montgomery GI Bill®–Active Duty Educational Assistance Program (MGIB, Chapter 30), Vocational Rehabilitation (Chapter 31),The Post–Vietnam Era Educational Assistance Program (Chapter 32), The Post-9/11 GI Bill (Chapter 33),Yellow Ribbon Program, Transfer of Post-9/11 GI Bill Benefits to Dependents Marine Gunnery Sergeant John David Fry Scholarship, The Survivors' and Dependents' Educational Assistance Program (Chapter 35), Montgomery GI Bill–Selected Reserve Educational Assistance Program (Chapter 1606), and Montgomery GI Bill–Reserve Educational Assistance Program (Chapter 1607).

Career Technical Institute has set standards in the areas of grade point average (qualitative) and pace of completion (quantitative) within an established timeframe as a measure of satisfactory progress for Veterans Benefits. These standards are applicable to all education assistance programs administered by U.S. Department of Veterans Affairs. Veterans Benefits Probation details are listed below. Detailed information on all assistance programs is available on the Department of Veterans Affairs website at www.gibill.va.gov

Evaluation Schedule

A student's academic progress will be measured at the end of each term. A term is generally 50% of an academic year; however, some programs like MOP and MA stretch into two academic years. As an example MOP is 2 terms of 16 weeks and one term of 8 weeks. At the end of each term students will be evaluated for the minimum CGPA and pace of completion according to the standards in this policy.

Qualitative

A student must maintain a Cumulative Grade Point Average (CGPA) of 2.00 or higher to remain in good academic standing. If at the end of a term/payment period the CGPA is below 2.00, the student is ineligible to receive federal student aid funds unless placed on financial aid probation, and may be dismissed from CTI. A student not achieving the minimum CGPA will receive written notification that they will be placed on financial aid suspension.

Quantitative - Pace of Completion

A student must successfully complete 66.66% of all credits attempted to remain in good academic standing, a student must earn credits toward graduation at a pace that ensures successful completion within the maximum timeframe. The pace of completion is calculated by dividing the total number of hours successfully completed by the total number of hours attempted. Students must receive passing grades (A, B, C, D, and P) in 66.66% of credits attempted. Credit hours attempted include withdrawals (W), drops (DR), in progress (IP) failures (F) and repeats (R). A student must successfully complete the cumulative minimum percentage of all attempted credits at the end of each payment period/term in order to be considered progressing toward the completion of their program of study. If a student's pace of completion is below the 66.66% he or she is ineligible to receive federal student aid funds unless placed on financial aid probation, and may be dismissed from CTI. A student not achieving minimum pace of completion will receive written notification that they will be placed on financial aid suspension.

Maximum Timeframe

A student must complete his or her program of study within 150% of the published length of the program to remain in good academic standing. A student who exceeds this maximum and has not completed graduation requirements is subject to dismissal. A student not achieving satisfactory academic progress will receive written notification.

MAXIMUM TIMEFRAME CHART

<u>Program Length</u>	<u>Time Frame</u>
95 Credit Hours	142.5 Attempted Credit Hours
90 Credit Hours	135 Attempted Credit Hours
58 Credit Hours	87 Attempted Credit Hours
45 Credit Hours	67.5 Attempted Credit Hours
42 Credit Hours	63 Attempted Credit Hours

36	Credit Hours	54	Attempted Credit Hours
33.75	Credit Hours	50.6	Attempted Credit Hours
29	Credit Hours	43.5	Attempted Credit Hours

Financial Aid Probation

A student whose financial aid is denied due to unsatisfactory academic progress is placed on financial aid suspension status. A student assigned the status of financial aid suspension is not considered making satisfactory academic progress and no financial aid will be disbursed, unless the student files a successful appeal and is placed on financial aid probation (and agrees to enter into an academic plan). If the student does not file an appeal or an appeal is not successful, the student may continue at CTI without receiving Title IV financial aid for one term/payment period. Students in a financial aid suspended status are charged tuition and must make arrangements to pay for charges incurred. The financial aid probationary/suspension period will last one term/payment period. The student's progress will be evaluated again at the end of this probationary term/payment period. If at the conclusion of the financial aid probationary term/payment period, the student meets the standards of satisfactory academic progress, he or she regains good academic standing. If the student does not meet the standards, the student will be subject to dismissal. A student not achieving satisfactory academic progress will receive written notification of their status.

Veterans Benefits Probation

Students who receives VA educational benefits and are not making Satisfactory Academic Progress as defined above, will be placed on academic probation and the VA will be notified. Students will have the right to appeal this decision. The student also may request tutoring services from the institution, or contact the VA which offers free Educational –Vocational Counseling services (also called Chapter 36 counseling). If the appeal is denied due to unsatisfactory academic progress the student will be allotted one payment period to improve their progress. If at the conclusion of the academic probationary payment period the student meets the standards of satisfactory academic progress, he or she regains good academic standing. If the student does not meet the standards, they will be subjected to dismissal. A student not achieving satisfactory academic progress will receive written notification of their status and notification will be sent to the VA.

EFFECT OF REMEDIAL COURSES, COURSE REPETITION, INCOMPLETES, WITHDRAWALS AND EQUIVALENT TRANSFER CREDITS

Incompletes

A grade of "Incomplete" will be granted to students in the event that they have not successfully completed the course requirements at the end of each scheduled module. An "Incomplete" will be rescheduled for the next scheduled module; if the student does not successfully complete the course requirements at the end of that module, they will receive an "F" for that course. Incomplete grades are not included in the grade point average calculation but are counted as credits attempted for the purpose of calculating pace of completion.

To avoid the possibility of earning a failing grade for the course, students must submit all required coursework and final exams to the instructor by the date the course is scheduled to end. Students receiving a grade of “F” have failed a course. A failed course that is a program requirement must be repeated and passed to meet CTI graduation requirements.

Satisfactory Academic Progress Appeal Process

A student who believes there were mitigating circumstances (student injury, illness, or trauma, illness of a relative, death in the immediate family, or other special circumstances beyond the student's control) that negatively impacted his or her academic progress, may submit a written appeal with supporting documentation within one week (7 calendar days) of being notified of their financial aid suspension status. If no other date is provided, the postmark on the letter of notification sent to a student will be used. The written appeal should include a statement as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow him or her to demonstrate satisfactory academic progress at the end of the next evaluation period. The supporting documentation should demonstrate mitigating circumstances that existed during the term(s) the student failed to meet the minimum standards of academic progress.

Appeals should be submitted to the Executive Vice President of Operations. A decision on the appeal is made by a committee composed of members of the school administration and staff. A decision will be made within one week of receipt of the appeal by CTI.

If the committee approves a student's appeal, the student may be placed on financial aid probation. The student may also be required to meet with their Academic Advisor to develop an academic plan that may extend beyond one probationary term/payment period and if met, will ensure the student meets satisfactory academic progress by a specific point in time. The student is notified of the official decision. The decision regarding satisfactory academic progress appeal made by the committee is final.

Reinstatement

A student denied federal financial aid due to unsatisfactory academic progress may regain financial aid eligibility by satisfactorily completing, at their expense, courses required to achieve the minimum CGPA and successfully complete 66.66% of total cumulative hours attempted at CTI and equivalent transfer credits.

Schedule Changes

Students can submit a written request for a change of schedule when it is necessary.

Student Services Can Also Assist With:

- Change of address and/or phone number
- Request for a curriculum extension
- Request for unofficial transcripts
- Termination of your enrollment
- Requests for Progress Reports
- Request for Leave of Absence
- Request for Program Change

General Information

Confirmation Period

CTI is committed to ensuring the successful graduation and career placement outcomes of all students. In order to fulfill its mission, CTI is only interested in admitting students who are willing to make the necessary sacrifices enabling them to attend classes regularly, achieve appropriate levels of academic progress, participate in class discussions and exercises, and display a positive attitude. Displaying all of these characteristics highly increases the probability of a successful outcome for individual students and their classmates. While it may be easy for a candidate to promise these things in the admissions consultation, we have found that reviewing the students' attendance, progress, and conduct throughout the first 30 days, the "Confirmation Period", will show their willingness to follow through with their commitment. Throughout the confirmation period and on the students' 30th day of enrollment, reviews and student counseling sessions will be conducted by various members of the faculty and staff, including the Instructor, Academic Advisor, and the Executive Vice President of Operations. On the 30th day, a decision will be made to either "Confirm" or "Decline" the students' enrollment. The decision to "Confirm" a student will indicate the Education Department's acceptance of the student, which will allow him/her to continue as planned. Acceptance of the student will be based on the student obtaining the following benchmarks:

- 2.0 GPA
- 75% attendance
- 4.5 credits (2 modules)

Should the Education Department "Decline" a student, the enrollment will immediately stop and further attendance will not be allowed. Students who have been reinstated will be required to successfully complete another Confirmation Period.

Student Progress

All students enrolled in CTI's vocational programs will be scheduled for progress meetings with their Academic Advisor. These meetings are an opportunity for you to meet with the Student Services and Career Placement departments to discuss your progress and job placement opportunities. By attending these meetings, you can be assured you are progressing at a good pace, that you will meet all requirements for graduation and that you have done what is necessary to take advantage of job placement assistance.

Pre Exit/Exit Interview

As a part of your preparation for graduation from Career Technical Institute, you are required to participate in an Exit Interview with the Registrar, Career Services, Financial Aid and Student Services departments. On your last day of classes, please meet with a representative from the Student Services Department who will assist you in finalizing your graduation requirements. An exit interview with all the departments listed above is also required for students who withdraw or cancel.

Graduation Requirements

The requirements which must be met by CTI students to be considered for graduation are as follows:

1. Successful completion of all requirements of the program with a minimum GPA of 2.0.
2. Students who meet the minimum requirements to graduate will receive a *Diploma* and students in the degree program will be awarded an *Associate of Applied Science Degree*.
3. Students who have not met all their financial obligations to the school and/or completed all required exit procedures will have their diploma or degree withheld until satisfactory arrangements have been made with the Registrar and Student Services.

Security

The lobby entrance doors are locked before 7:30 a.m., after 7:00 p.m. and on weekends and holidays.

Other Security Issues:

- You must carry your Student ID Card at all times.
- Anyone who is meeting you at school should sign in at the front desk and wait for you in the reception area.

Your First Day

Please arrive 15 minutes early to complete any necessary paper work. **DON'T FORGET:**

- Pen, Pencil, and/or Highlighter
- Notebook/Notepad
- 3-Ring Binder

Exams and Grades

As mentioned earlier, there are quizzes at the end of each lesson which can be used to monitor your progress. CTI counts these towards your grade point average. The student is tested at the end of each course and this final exam grade is also counted towards your final grade for that course.

Remember, you can take the assessment again if the grade is not satisfactory; however, you must do it before moving on to the next course. The remainder of a course's final grade includes percentages toward homework and discussion boards. The course grade breakdown is contained within the course syllabus.

Inclement Weather

Inclement weather school closings or delays will be decided by the Executive VP of Operations and will be announced on the telephone voice mail system and on local television stations. Please call the main number, 202-467-4223, and listen to the outgoing message for an update on school closings or delays due to inclement weather or other emergency.

Class Hours

Hours of Operation

Administration

CTI's administrative offices are open 8:00 a.m. to 7:00 p.m., Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Fridays (Saturdays are available as scheduled). If students are unable to meet with members of the administrative staff during these hours, other appointment

times may be arranged by contacting the school in advance.

Classroom Hours

Classroom hours are currently:

<i>Monday through Wednesday</i>	8:00 a.m. — 9:30 p.m.
<i>Thursday</i>	8:00 a.m. — 8:30 p.m.
<i>Friday</i>	8:00 a.m. — 5:30 p.m.
<i>Saturday and Sunday</i>	9:30 a.m. --- 4:30 p.m. (ESL only)

Morning and afternoon certificate students attend school 22.5 hours per week and evening students attend 15 hours per week, excluding the vocational ESL I students who attend school 25 hours per week for the morning session, 18 hours per week for the evening session, and 15 hours per week for the weekend session. Associate of Applied Science Degree students attend school 22.5 hours per week, and evening students attend 15 hours per week.

Holidays

Career Technical Institute is open year-round, with the exception of the following national holidays:

- Thanksgiving Day and the day after
- Christmas Day through New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day

There is limited coverage both in the administrative offices and in the classrooms on other public holidays. Please check with a school official regarding hours of operation on these days:

School Contact Information

Great communication is vital to the student’s success. Throughout the educational process, students will need assistance from various staff members. Below is a brief summary of some of the most common needs and an indication as to whom the student should contact for assistance.

When this happens...	Contact...
Tardy/Early Departure	Instructor
Absence From Class	Instructor and Academic Advisor
Transportation and Childcare Concerns	Academic Advisor
Schedule, Program, and/or Session Change	Academic Advisor
Scheduling Certification Exam	Instructor
Progress and Attendance Reports	Academic Advisor
Official Transcript and/or Diploma	Registrar
Attendance and/or Grade Verification	Academic Advisor
Change of Address, Telephone Number, Etc.	Academic Advisor

Change of Employment Information	Career Services
In-school Payments	Student Account Coordinator and Registrar
Tutoring	Instructor and Academic Advisor
Student I.D. Cards	Instructor and Academic Advisor
Title IX Coordinator	Chief Academic Officer

Remembering the 4 A's

1st A = Attendance

Students must be in attendance to learn. Much of the student's experience is dictated by their attendance pattern. Students who attend consistently according to their schedules generally earn higher grades. Students must also meet attendance requirements to participate in externships and receive the best job leads.

2nd A = Appearance




Students should dress according to their new career. Since CTI frequently has employers on campus, students must always be prepared. One never knows when they may meet their future employer.

3rd A = Attitude

Students should maintain a positive attitude. Things may not always go as planned and everyone has a rough day. However, having a positive attitude only increases the possibility of a successful outcome.

4th A = Academics

CTI encourages students to stay focused on academic excellence and to the educational process including:

-  Taking notes, reading ahead and studying the material Staying focused and eliminating
-  unnecessary distractions
-  Learning to problem solve and asking for help when it's needed

By remembering the 4 A's, students will find that succeeding at CTI is easy!

Office of Career Services

All students who attend one of CTP's vocational programs are offered the opportunity to participate in the Career Services Program and to utilize the resources of the department. In addition to the services provided by the department, students are expected to be active participants in the job search process and to work alongside a Career Services staff member in their search for employment. While placement assistance is always available, CTI cannot guarantee employment to any student.

Career Services assistance usually begins after the student has obtained 12 credits and attended the following workshops: *Effective Written Communications*, *Interviewing Skills*, and *Building a Powerful Resume*. At this time, students have the opportunity to meet one-on-one with a Career Services staff member to receive counseling and assistance in preparing a resume, developing effective interview skills and in implementing a successful job search strategy. The expansion of such skills increases the students' chances of moving into a position of more responsibility and prestige as he/she moves through his/her career.

In addition to individual career counseling, students are required to participate in informational and interactive Employment Skills Workshops. These seminars deal with such topics as cover letters, resume writing, interviewing techniques, how to target specific employers, internet searches, and job-hunting record keeping. Finally, in order to ensure that a student is prepared to meet with an employer, he/she can request a mock interview session with a Career Services staff member. During this time the student is able to practice the interviewing process in a simulated environment. Any questions concerning CTP's Career Services Program can be directed to a Career Services staff member.

Campus Security Information/ Annual Campus Security Report

Career Technical Institute (CTI) is committed to providing a safe and secure environment to students, faculty, staff, and all members of the CTI community. Annually in October, CTI publishes its Annual Security Report online at: www.careertechnical.edu/asr-2018 that contains statistics on reported crimes that occurred on CTP's campus and on public property within or immediately adjacent to and accessible from campus during the last three years. The report also includes important information regarding campus security and personal safety, crime prevention and awareness programming, disciplinary policies, and emergency notification and response procedures. You may request a paper copy of the report by contacting the School's Financial Aid Office at (202) 552-3044.

Please review the report carefully. Maintaining a safe and secure environment requires the cooperation of all members of the CTI community.

POLICIES AND PROCEDURES

1. Career Technical Institute, Inc., makes every effort to provide a safe, crime free campus for our students. However, in the event a crime does occur, we want you to be aware of the procedure you should follow.
 - a. The Exec. VP of Operations/Chief Academic Officer will contact the DC Metropolitan Police upon notice of a reportable crime and will notify the staff,

- faculty and student body as deemed appropriate.
- b. The Director of Financial Aid is responsible for recording all reported crimes for the school and submitting the annual crime report.
2. If you are personally involved in or witness a crime in progress in our immediate building or surrounding parking areas, you should call 911 from the nearest available telephone as soon as possible. You should also immediately report the crime to the Exec. VP of Operations or the most senior official available in his absence.

If you are the victim of a sexual assault which involves a staff member of Career Technical Institute, you should report the assault to the Exec. VP of Operations. In any case, you should feel free to notify local law enforcement of the assault.

3. School policies concerning campus law enforcement
 - a. The DC Metropolitan Police is the law enforcement agency for the school.
 - b. Students and staff are encouraged to promptly report incidents and/or crimes to the Exec. VP of Operations so that they may be promptly reported to the authorities as may be appropriate.
 - c. Pastors and/or professional counselors are encouraged to provide feedback to the school that does not breach the client confidentiality for inclusion in the annual disclosure of crime statistics.
4. Description of institutional crime prevention program.
 - a. Students and employees are briefed during their orientation on the school's campus security procedures and policies.
 - b. Students and employees are encouraged to use a "buddy system" for their own safety as much as possible and be responsible for their own protection.
5. The school's institutional crime prevention program is based on the concept that "awareness" is the best tool we have for our own safety. For extra protection, evening students are encouraged to use the buddy system and look out for one another.
6. The school does not have off campus facilities but does encourage students to be aware of their surroundings and recognize potential threats to their individual safety and security at all times.
7. Per our Drug and Alcohol Abuse Prevention Student and Employee Conduct Policy, the school has a "zero" tolerance for the possession, use and sale of alcoholic beverages, including the enforcement of state underage drinking laws.
8. The school has a "zero" tolerance for physical violence or threats of violence. Prohibitive conduct includes insulting, intimidating, coercive, abusive, or obscene language, gestures or behavior. The school prohibits the presence of firearms, explosives or other weapons on its premises or while on any work-related activity.
9. A list of local rehabilitation, recovery and counseling resources is provided in this manual for students with drug and/or alcohol-related questions and problems. Students and staff are also encouraged to meet with the Executive VP of Operations, in strictest confidence, for assistance in locating appropriate sources of help.

10. The school has a "zero" tolerance for sexual harassment that is published in the school catalog:
- a. Students are encouraged to use awareness and good judgment to not place themselves in compromising situations that could lead to sexual assault and other forcible and non-forcible sex offenses.
 - b. Should a student become a victim of a sex crime, he/she should immediately notify the Executive VP of Operations or Chief Academic Officer (Title IX Officer) or the highest ranking staff person at the school who will assist the victim with whom to contact and the importance of preserving evidence for proof of a criminal offense.
 - c. The staff person will assist the student in notifying the proper authorities if requested by the student.
 - d. The Executive VP of Operations or Chief Academic Officer can provide the student with limited advice and/or the names of professional counselors or services for victims of sex crimes.
 - e. The school will reassign a student's academic schedule following an alleged sex offense if requested by the student.
 - f. All alleged sex offense complaints on campus will be investigated with due diligence and confidentiality.
 - Both the accuser and the accused will be afforded equal opportunity to have others present during any disciplinary proceeding;
 - They will be informed of the school's final determination of any disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused according with our Title IX policy.
 - g. Sanctions the school may impose following a final determination of a school disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense may result in termination of the offender's association with the school. Students and staff committing any crime or sexual offense while employed by or enrolled in Career Technical Institute, Inc., face possible suspension or termination at the discretion of the President. Disciplinary action does not limit the school's ability to take appropriate legal action.
 - h. Students can contact the Washington, DC Metropolitan Police Department for information concerning registered sex offenders who might be present on campus.